



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Schedule Title: Multiple Award Schedule  
Federal Supply Group: Information Technology**

**CONTRACT NUMBER:** 47QTCA19D00K0

**CONTRACT PERIOD:** 8/28/19 – 8/27/24

**CONTRACTOR:** Innovative Data Partners JV, LLC  
200 E. Pratt Street, Suite #4100  
Baltimore, MD 21202  
(P) 410-844-9400  
(F) 844-490-8575

**CONTRACTOR'S ADMINISTRATION SOURCE:** Innovative Data Partners JV, LLC  
200 E. Pratt Street, Suite #4100  
Baltimore, MD 21202  
(P) 410-844-9400  
(F) 844-490-8575  
Enrique E Ruiz, President  
[rruiz@innovativedatapartners.com](mailto:rruiz@innovativedatapartners.com)

**BUSINESS SIZE:** Small Business - Hubzone & 8a.

Pricelist current through Modification #PS-A824, effective 9-2-2020.

**CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s):**

<b>SIN</b>	<b>DESCRIPTION</b>
54151S	Information Technology Professional Services
OLM	Order Level Materials

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** Not Applicable.

**1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education:** See Labor Category Descriptions on page 10.

**2. Maximum Order:** For SIN 54151S - \$500,000.00  
For SIN OLM - \$250,000.00

NOTE TO ORDERING ACTIVITIES: \*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Worldwide

**5. Point(s) of production (city, county, and state or foreign country):** Not Applicable

**6. Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted.)

**7. Quantity discounts:** None

**8. Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will not accept.

**10. Foreign items (list items by country of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Negotiated with Ordering Agency

**11b. Expedited Delivery:** Negotiated with Ordering Agency

**11c. Overnight and 2-day delivery:** Not Applicable

- 11d. **Urgent Requirements:** Not Applicable
- 12. **F.O.B Points(s): Destination**
- 13a. **Ordering Address:** Same as contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. **Payment address:** Same as contractor
- 15. **Warranty provision:** Not Applicable.
- 16. **Export Packing Charges (if applicable):** Not Applicable.
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Not Applicable
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable.
- 19. **Terms and conditions of installation (if applicable):** Not Applicable.
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable.
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable.
- 21. **List of service and distribution points (if applicable):** Not Applicable.
- 22. **List of participating dealers (if applicable):** Not Applicable.
- 23. **Preventive maintenance (if applicable):** Not Applicable.
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable.
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** As Applicable
- 25. **Data Universal Numbering System (DUNS) number:** 081185620
- 26. **Notification regarding registration in System for Award Management (SAM) database:** Contractor has an Active Registration in the SAM database.

## GSA Pricing for SIN 54151S

### Innovative Data Partners JV, LLC Approved Hourly Pricing

Labor Category	8/28/19 – 8/27/20	8/28/20 – 8/27/21	8/28/21 – 8/27/22	8/28/22 – 8/27/23	8/28/23 – 8/27/24
Business Process Specialist - Level 1	\$127.94	\$130.50	\$133.11	\$135.77	\$138.49
Business Process Specialist - Level 2	\$133.11	\$135.77	\$138.49	\$141.26	\$144.09
Business Process Specialist - Level 5	\$265.90	\$271.22	\$276.64	\$282.18	\$287.82
Computer Specialist - Level 1	\$54.97	\$56.07	\$57.20	\$58.34	\$59.51
Computer Specialist - Level 2	\$84.40	\$86.09	\$87.81	\$89.57	\$91.36
Computer Specialist - Level 3	\$124.53	\$127.02	\$129.56	\$132.15	\$134.80
Computer Specialist - Level 4	\$140.47	\$143.28	\$146.15	\$149.07	\$152.05
Engineer - Level 1	\$70.28	\$71.69	\$73.12	\$74.58	\$76.07
Engineer - Level 2	\$121.03	\$123.45	\$125.92	\$128.44	\$131.01
Engineer - Level 3	\$141.94	\$144.78	\$147.67	\$150.63	\$153.64
Engineer - Level 4	\$166.45	\$169.78	\$173.17	\$176.64	\$180.17
Functional Expert - Level 3	\$158.89	\$162.07	\$165.31	\$168.62	\$171.99
Functional Expert - Level 4	\$178.65	\$182.22	\$185.86	\$189.58	\$193.37
Functional Specialist - Level 1	\$63.16	\$64.42	\$65.71	\$67.02	\$68.36
Functional Specialist - Level 2	\$72.29	\$73.74	\$75.21	\$76.72	\$78.25
Functional Specialist - Level 3	\$98.02	\$99.98	\$101.98	\$104.02	\$106.10
Functional Specialist - Level 4	\$125.46	\$127.97	\$130.53	\$133.14	\$135.80
Functional Specialist - Level 5	\$174.88	\$178.38	\$181.95	\$185.59	\$189.30
IT Project Support - Level 1	\$64.45	\$65.74	\$67.06	\$68.40	\$69.77
IT Project Support - Level 2	\$85.49	\$87.20	\$88.94	\$90.72	\$92.53
IT Project Support - Level 3	\$97.73	\$99.69	\$101.68	\$103.72	\$105.79
IT Project Support - Level 4	\$131.60	\$134.23	\$136.91	\$139.65	\$142.45
IT Project Support - Level 5	\$195.04	\$198.94	\$202.92	\$206.97	\$211.11
Project Manager - Level 1	\$91.94	\$93.78	\$95.65	\$97.56	\$99.52
Project Manager - Level 2	\$148.85	\$151.82	\$154.86	\$157.96	\$161.12
Project Manager - Level 4	\$204.02	\$208.10	\$212.26	\$216.51	\$220.84

Project Manager - Level 5	\$260.77	\$265.99	\$271.31	\$276.73	\$282.27
Subject Matter Expert - Level 2	\$139.65	\$142.44	\$145.29	\$148.20	\$151.16
Subject Matter Expert - Level 3	\$157.09	\$160.23	\$163.43	\$166.70	\$170.04
Subject Matter Expert - Level 4	\$271.55	\$276.98	\$282.52	\$288.17	\$293.94
Support Specialist - Level 2	\$49.81	\$50.81	\$51.83	\$52.86	\$53.92
Support Specialist - Level 3	\$72.85	\$74.31	\$75.79	\$77.31	\$78.86
Systems Architect - Level 1	\$118.26	\$120.62	\$123.03	\$125.50	\$128.01
Systems Architect - Level 2	\$173.77	\$177.24	\$180.79	\$184.41	\$188.09
Technical Writer/Editor - Level 2	\$54.29	\$55.38	\$56.48	\$57.61	\$58.77
Technical Writer/Editor - Level 3	\$80.51	\$82.12	\$83.77	\$85.44	\$87.15
Training Specialist - Level 2	\$76.25	\$77.78	\$79.33	\$80.92	\$82.54
Training Specialist - Level 3	\$82.26	\$83.91	\$85.59	\$87.30	\$89.04

## Labor Category Descriptions

### **Commercial Job Title: Business Process Specialist - Level 1**

Minimum/General Experience: 3 years

Functional Responsibility: The Business Process Specialist – Level 1 applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Supports activity and data modeling; development of modern business methods; identification of best practices; and creating and assessing performance measurements.

Minimum Education: Bachelor's

### **Commercial Job Title: Business Process Specialist - Level 2**

Minimum/General Experience: 8 years

Functional Responsibility: The Business Process Specialist – Level 2 applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Supports activity and data modeling; development of modern business methods; identification of best practices; and creating and assessing performance measurements. May provide daily supervision and direction to other contractor business reengineering specialists and web architects.

Minimum Education: Bachelor's

### **Commercial Job Title: Business Process Specialist - Level 5**

Minimum/General Experience: 12 years

Functional Responsibility: The Business Process Specialist – Level 5 manages the use of process improvement; reengineering methodologies; and internet-related methodologies and principles to conduct process modernization projects. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Acts as key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including e-business practices. May provide daily supervision and direction to other contractor business reengineering specialists and web architects.

Minimum Education: Master's

### **Commercial Job Title: Computer Specialist - Level 1**

Minimum/General Experience: 0 years

Functional Responsibility: The Computer Specialist – Level 1 is an entry level Information Technology (IT) Computer Specialist who demonstrates limited to full use and/or application of standard principles, theories, concepts and techniques; provides solutions to a variety of problems of limited scope; supervision can be close or general while following established procedures; contact is primarily intra-organizational with infrequent inter-organizational and outside customer contacts.

Minimum Education: Bachelor's

**Commercial Job Title: Computer Specialist - Level 2**

Minimum/General Experience: 3 years

Functional Responsibility: The Computer Specialist – Level 2 is an IT Computer Specialist who demonstrates knowledge in wide application of principles, theories and concepts in his/her field, and provides solutions to a wide range of difficult problems with innovative and thorough solutions; works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects.

Minimum Education: Bachelor's

**Commercial Job Title: Computer Specialist - Level 3**

Minimum/General Experience: 8 years

Functional Responsibility: The Computer Specialist – Level 3 is an IT Computer Specialist who applies extensive expertise as a generalist or specialist; solves complex problems which require the regular use of ingenuity and creativity; performs work without appreciable direction and is reviewed for desired results from a relatively long term perspective; makes decisions that result in an organization achieving critical organizational objectives; may function in project leadership roles; and represents the organization as prime customer contact on significant technical matters on contracts.

Minimum Education: Bachelor's

**Commercial Job Title: Computer Specialist - Level 4**

Minimum/General Experience: 10 years

Functional Responsibility: The Computer Specialist – Level 4 is a Senior IT Computer Specialist who applies extensive expertise as a generalist or specialist; solves complex problems which require the regular use of ingenuity and creativity; performs work without appreciable direction and is reviewed for desired results from a relatively long term perspective; makes decisions that result in an organization achieving critical organizational objectives; may function in project leadership roles; and represents the organization as prime customer contact on significant technical matters on contracts. May supervise staff and technical delivery.

Minimum Education: Bachelor's

**Commercial Job Title: Engineer - Level 1**

Minimum/General Experience: 0 years

Functional Responsibility: The Engineer – Level 1 is an entry-level IT Engineer who demonstrates limited to full use and/or application of standard principles, theories, concepts and techniques; provides solutions to a variety of problems of limited scope; supervision can be close or general while following established procedures; contact is primarily intra-organizational with infrequent inter-organizational and outside customer contacts.

Minimum Education: Bachelor's

**Commercial Job Title: Engineer - Level 2**

Minimum/General Experience: 3 years

Functional Responsibility: The Engineer – Level 2 is an IT Engineer who demonstrates knowledge in wide application of principles, theories and concepts in his/her field and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Provide expertise in, but not limited to: network and systems hardware, and attached devices, operating systems, infrastructure, and security.

Minimum Education: Bachelor's

**Commercial Job Title: Engineer - Level 3**

Minimum/General Experience: 8 years

Functional Responsibility: The Engineer – Level 3 is an IT Engineer who demonstrates knowledge in wide application of principles, theories and concepts in his/her field and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Provides expertise in, but not limited to: network and systems hardware, and attached devices, operating systems, infrastructure, including telecommunications and security. May supervise staff and technical delivery.

Minimum Education: Bachelor's

**Commercial Job Title: Engineer - Level 4**

Minimum/General Experience: 10 years

Functional Responsibility: The Engineer – Level 4 is a Senior IT Engineer who applies extensive expertise as a generalist or specialist; solves complex problems which require the regular use of ingenuity and creativity; performs work without appreciable direction and is reviewed for desired results from a relatively long term perspective; makes decisions that result in an organization achieving critical organizational objectives; may function in project leadership roles; and represents the organization as prime customer contact on significant technical matters on contracts.

Minimum Education: Bachelor's

**Commercial Job Title: Functional Expert - Level 3**

Minimum/General Experience: Bachelor's

Functional Responsibility: The Functional Expert – Level 3 is recognized for IT expertise across functional business areas within an organization. Utilizes technical area expertise to assess, select, manage, and implement technical solution to solve business problems as an organic part of the organization's operational and functional baseline. Focus is in a specific product or technology family of technologies on multiple platforms, which is supplemented with a clear understanding of the business requirements and related applications issues. Supports technical strategies that will improve productivity across functional areas within the organization.

Minimum Education: 6 years

**Commercial Job Title: Functional Expert - Level 4**

Minimum/General Experience: 10 years

Functional Responsibility: The Functional Expert – Level 4 is recognized for IT expertise across functional business areas within an organization. Utilizes technical area expertise to assess, select, manage, and implement technical solution to solve business problems as an organic part of the organization’s operational and functional baseline. Focus is in a specific product or technology family of technologies on multiple platforms, which is supplemented with a clear understanding of the business requirements and related applications issues. Supports technical strategies that will improve productivity across functional areas within the organization. Educates others about product-specific best practices. Leads enterprise applications integration efforts and oversee the validation of associated work products. May provide work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, and has the ability to work on multiple tasks.

Minimum Education: Bachelor’s

**Commercial Job Title: Functional Specialist - Level 1**

Minimum/General Experience: 0 years

Functional Responsibility: The Functional Specialist – Level 1’s services are only available in a support role of the principal IT positions. This title provides support across IT functional business areas within an organization. Develops functional requirements relating to complex integrated information technology systems. Responsibilities may include developing and providing skills and disciplines on a variety of information technology issues and assisting higher level Functional Specialists. Specialized skills may include, but are not limited to, information planning, communications, systems administration, quality assurance, and video conferencing.

Minimum Education: Bachelor’s

**Commercial Job Title: Functional Specialist - Level 2**

Minimum/General Experience: 3 years

Functional Responsibility: The Functional Specialist – Level 2’s services are only available in a support role of the principal IT positions. Provides support across IT functional business areas within an organization. Develops functional requirements relating to complex integrated information technology systems. Responsibilities may include developing and providing skills and disciplines on a variety of information technology issues and assisting higher level Functional Specialists. Specialized skills may include, but are not limited to, information planning, communications, systems administration, quality assurance, and video conferencing. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3

Minimum Education: Bachelor’s

**Commercial Job Title: Functional Specialist - Level 3**

Minimum/General Experience: 7 years

Functional Responsibility: The Functional Specialist – Level 3’s services are only available in a support role of the principal IT positions. Provides support across IT functional business areas within an organization. Applies specific knowledge and experience to complex issues. Develops functional requirements relating to complex integrated information technology systems. Principal responsibilities may include developing and providing skills and disciplines on a variety of information technology issues; assisting Program Managers, Systems Analysts, Engineers and Programmers to ensure successful continuity and program completion. Specialized skills may include, but are not limited to, information planning, communications, systems administration, quality assurance, and video teleconferencing. Must demonstrate the ability to work independently or under only general direction; Level 3 performs more varied and difficult tasks compared to Level 2, yet has less autonomy than Level 4.

Minimum Education: Bachelor’s

**Commercial Job Title: Functional Specialist - Level 4**

Minimum/General Experience: 10 years

Functional Responsibility: The Functional Specialist – Level 4’s services are only available in a support role of the principal IT positions. Provides support across IT functional business areas within an organization. The Functional Specialist position uses skills to support complex, task-related activities. Applies specific knowledge and experience to complex issues. Develops functional requirements relating to complex integrated information technology systems. Principal responsibilities may include developing and providing skills and disciplines on a variety of information technology issues; assisting Program Managers, Systems Analysts, Engineers and Programmers to ensure successful continuity and program completion. Specialized skills may include, but are not limited to, information planning, communications, systems administration, quality assurance, and video teleconferencing. Must demonstrate the ability to work independently or under only general direction; Level 4 performs more varied and difficult tasks compared to Level 3, yet has less autonomy than Level 4.

Minimum Education: Bachelor’s

**Commercial Job Title: Functional Specialist - Level 5**

Minimum/General Experience: 12 years

Functional Responsibility: The Functional Specialist – Level 5’s services are only available in a support role of the principal IT positions. Provides support across IT functional business areas within an organization. The Functional Specialist position uses skills to support highly complex, task-related activities. Applies specific knowledge and experience to complex issues. Develops functional requirements relating to complex integrated information technology systems. Principal responsibilities may include developing and providing skills and disciplines on a variety of information technology issues; assisting Program Managers, Systems Analysts, Engineers and Programmers to ensure successful continuity and program completion. Specialized skills may include, but are not limited to, information planning, communications, systems administration, quality assurance, and video teleconferencing. Must demonstrate the ability to work independently; Level 5 performs more varied and difficult tasks compared to Level 4.

Minimum Education: Master’s

**Commercial Job Title: IT Project Support - Level 1**

Minimum/General Experience: 0 years

Functional Responsibility: The IT Project Support – Level 1’s services are only available in a support role of the principal IT positions. This individual supports and coordinates efforts for IT projects/programs through providing expertise in such areas as: SharePoint Organization and Management, Business Intelligence and Data Visualization, Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis.

Minimum Education: Bachelor’s

**Commercial Job Title: IT Project Support - Level 2**

Minimum/General Experience: 3 years

Functional Responsibility: The IT Project Support - Level 2’s services are only available in a support role of the principal IT positions. This individual provides general technical support for IT projects/programs and expertise in such areas as: SharePoint Organization and Management, Business Intelligence and Data Visualization, Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3.

Minimum Education: Bachelor’s

**Commercial Job Title: IT Project Support - Level 3**

Minimum/General Experience: 5 years

Functional Responsibility: The IT Project Support - Level 3’s services are only available in a support role of the principal IT positions. This individual provides mid-level technical support for IT projects/program and expertise in such areas as: SharePoint Organization and Management, Business Intelligence and Data Visualization, Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis. Works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives.

Minimum Education: Bachelor’s

**Commercial Job Title: IT Project Support - Level 4**

Minimum/General Experience: 10 years

Functional Responsibility: The IT Project Support - Level 4’s services are only available in a support role of the principal IT positions. This individual provides expert level technical support for IT projects/program and expertise in such areas as: SharePoint Organization and Management, Business Intelligence and Data Visualization, Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis. The Project Support IV position uses skills to support complex, task-related activities. Performs with a significant level of autonomy.

Minimum Education: Bachelor’s

**Commercial Job Title: IT Project Support - Level 5**

Minimum/General Experience: 12 years

Functional Responsibility: The IT Project Support - Level 5’s services are only available in a support role of the principal IT positions. This individual provides expertise in such areas as: SharePoint Organization and

Management, Business Intelligence and Data Visualization, Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis. The Project Support V position uses skills to support highly complex, task-related activities.

Minimum Education: Master's

**Commercial Job Title: Project Manager - Level 1**

Minimum/General Experience: 7 years

Functional Responsibility: The Project Manager (PM) – Level 1 supervises or directly manages and coordinates IT projects through all phases of the systems development life cycle, including planning, requirements analysis, design, development, testing, installation, and evaluation. This individual is responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues, including anticipating bottlenecks, assessing risks, mitigating issues, providing escalation management, anticipating and making tradeoffs, and balancing the business needs versus technical constraints. This individual demonstrates knowledge in wide application of principles, theories, and concepts in his/her field and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Works independently but often in coordination with project manager.

Minimum Education: Bachelor's

**Commercial Job Title: Project Manager - Level 2**

Minimum/General Experience: 8 years

Functional Responsibility: The Project Manager – Level 2 supervises or directly manages and coordinates IT projects through all phases of the systems development life cycle, including planning, requirements analysis, design, development, testing, installation, and evaluation. This individual is responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues, including anticipating bottlenecks, assessing risks, mitigating issues, providing escalation management, anticipating and making tradeoffs, and balancing the business needs versus technical constraints. This individual demonstrates extensive expertise in a wide application of principles, theories, and concepts in his/her field and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Works independently but often in coordination with project manager. Influences, motivates and leads others to meet IT project challenges.

Minimum Education: Bachelor's

**Commercial Job Title: Project Manager - Level 4**

Minimum/General Experience: 16 years

Functional Responsibility: The Project Manager – Level 4 directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees the technology development and/or application enterprise and multi-agency project design, marketing, and resource

allocation within program client base. Project areas typically include engineering, integration, test, systems analysis, quality assurance, etc. This individual applies advanced concepts, theories, and principles and contributes toward the development of new principles and concepts; works unusually complex problems with consultative direction rather than formal supervision and provides technical direction to others; makes decisions that result in an organization achieving goals critical to major organizational objectives and improving the image of the organization's technological capability; and advises senior management and customers on advanced technical research studies and applications. Must possess managerial/leadership experience or necessary skills.

Minimum Education: Bachelor's

**Commercial Job Title: Project Manager - Level 5**

Minimum/General Experience: 20 years

Functional Responsibility: The Project Manager – Level 5 directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees the technology development and/or application enterprise and multi-agency project design, marketing, and resource allocation within program client base. Project areas typically include engineering, integration, test, systems analysis, quality assurance, etc. This individual performs as a recognized authority in his/her field and exhibits an exceptional degree of ingenuity, creativity, and resourcefulness; applies and/or develops highly advanced principles, theories, and concepts in managing large scale contracts; acts independently to resolve major problems; manages, leads, and advises staff members in order to meet established objectives; is responsible to accomplish long range objectives; self-supervised; and makes decisions that have a prolonged, positive effect on organization's reputation and business posture; and acts as a consultant to senior management and prime spokesperson to customer on company capabilities and future efforts.

Minimum Education: Master's

**Commercial Job Title: Subject Matter Expert - Level 2**

Minimum/General Experience: 10 years

Functional Responsibility: The Subject Matter Expert – Level 2 performs in highly specialized subject areas, such as information assurance, financial systems, business process redesign, cloud adoption and infrastructure modernization, and systems design or engineering, etc. The SME provides technical and/or specialized guidance concerning complex problems or challenges in the subject matter field leveraging a significant degree of ingenuity, creativity, and resourcefulness. This individual applies and/or develops highly advanced principles, theories, and concepts; and provides new, specialized, or unique and significant expertise necessary to the program management team. Impact to the program may have a prolonged positive effect on organization's reputation and business posture. The SME acts as consultant to senior management and may act as a secondary spokesman to customer on program efforts.

Minimum Education: Bachelor's

**Commercial Job Title: Subject Matter Expert - Level 3**

Minimum/General Experience: 12 years

Functional Responsibility: The Subject Matter Expert – Level 3 performs in highly specialized subject areas, such as information assurance, financial systems, business process redesign, cloud adoption and infrastructure modernization, and systems design or engineering, etc. The SME provides technical and/or

specialized guidance concerning complex problems or challenges in the subject matter field leveraging a significant degree of ingenuity, creativity, and resourcefulness. This individual applies and/or develops highly advanced principles, theories, and concepts; and provides new, specialized, or unique and significant expertise necessary to the program management team. Impact to the program may have a prolonged positive effect on organization's reputation and business posture. The SME acts as consultant to senior management and may act as a secondary spokesman to customer on program efforts.

Minimum Education: Master's

**Commercial Job Title: Subject Matter Expert - Level 4**

Minimum/General Experience: 20 years

Functional Responsibility: The Subject Matter Expert – Level 4 is an expert in a single or multiple highly-specialized technical disciplines including information assurance, financial systems, business process redesign, cloud adoption and infrastructure modernization, and systems design or engineering, etc. This individual provides expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where specific subject matter expertise is necessary. Additional responsibilities may include planning and performing research, design assessment, development, integration and other assignments in a specific technical area. The SME provides technical and/or specialized guidance concerning complex problems or challenges in the subject matter field leveraging a significant degree of ingenuity, creativity, and resourcefulness. This individual applies and/or develops highly advanced principles, theories, and concepts; and provides new, specialized, or unique and significant expertise necessary to the program management team. Impact to the program may have a prolonged positive effect on organization's reputation and business posture. The SME acts as consultant to senior management and may act as a secondary spokesman to customer on program efforts.

Minimum Education: Master's

**Commercial Job Title: Support Specialist - Level 2**

Minimum/General Experience: 0

Functional Responsibility: The Support Specialist – Level 2's services are only available in a support role of the principal IT positions. This individual provides administrative support specifically dedicated to the requirements of the IT project team with a basic understanding of technical hardware and software. Performs a wide range of clerical and administrative duties including, for example: SharePoint organization and management, typing, filing, tracking of time records in the timekeeping platform, word processing, dictation, and composition of correspondence.

Minimum Education: Bachelor's

**Commercial Job Title: Support Specialist - Level 3**

Minimum/General Experience: 1 year

Functional Responsibility: The Support Specialist – Level 3's services are only available in a support role of the principal IT positions. This individual assists group members of IT project teams in developing information system specifications and functionality to communicate their ideas, information, and opinions more effectively with a solid understanding of technical hardware and software. Manages the team meetings and workshops.

Minimum Education: Bachelor's

**Commercial Job Title: Systems Architect - Level 1**

Minimum/General Experience: 10 years

Functional Responsibility: The Systems Architect – Level 1 establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. May supervise staff and technical delivery.

Minimum Education: Master’s

**Commercial Job Title: Systems Architect - Level 2**

Minimum/General Experience: 12 years

Functional Responsibility: The Systems Architect – Level 2 establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. May supervise staff and technical delivery.

Minimum Education: Master’s

**Commercial Job Title: Technical Writer/Editor - Level 2**

Minimum/General Experience: 1 year

Functional Responsibility: The Technical Writer/Editor – Level 2 writes and/or edits IT technical documents, including business proposals; reports; user manuals; briefings and presentations; functional descriptions; system specifications; guidelines; special reports; and other project deliverables to meet contract requirements. Researches and gathers technical and background information for inclusion in project documentation and deliverables.

Minimum Education: Bachelor’s

**Commercial Job Title: Technical Writer/Editor - Level 3**

Minimum/General Experience: 3 years

Functional Responsibility: The Technical Writer/Editor – Level 3 writes and/or edits IT technical documents, including business proposals; reports; user manuals; briefings and presentations; functional descriptions; system specifications; guidelines; special reports; and other project deliverables to meet contract requirements. Researches and gathers technical and background information for inclusion in project documentation and deliverables.

Minimum Education: Bachelor's

**Commercial Job Title: Training Specialist - Level 2**

Minimum/General Experience: 3 years

Functional Responsibility: The Training Specialist – Level 2 provides support for coordinating, developing, and delivering computer-related IT training to the user community. Services include the development, delivery, and/or coordination of training courses and materials that address specific agency needs. Understands computer functions and related technical terminology and how they are applied in everyday business situations. Possesses strong interpersonal skills and oral and written communication skills.

Minimum Education: Bachelor's

**Commercial Job Title: Training Specialist - Level 3**

Minimum/General Experience: 7 years

Functional Responsibility: The Training Specialist – Level 3 provides support for coordinating, developing, and delivering computer-related IT training to the user community. Services include the development, delivery, and/or coordination of training courses and materials that address specific agency needs. Understands computer functions and related technical terminology and how they are applied in everyday business situations. Possesses exceptional interpersonal skills and superior oral and written communication skills.

Minimum Education: Bachelor's

**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
High School	1 year of relevant experience
Associate's	High School or equivalent plus 2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
PhD	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience